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1923/24

Volume 41

ANNUAL CATALOG

Number 2

St. Viator High School

BOURBONNAIS, KANKAKEE COUNTY, ILLINOIS

UNIVERSITY OF ILLINOIS

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UNIVERSITY OF ILLINOIS



Preparatory Department
of
St. Viator College

FIFTY-SIXTH YEAR

REGISTER - - - - - 1923-1924

ANNOUNCEMENT - - - 1924-1925

APPLICATION FOR ADMISSION TO ST. VIATOR
COLLEGE OR HIGH SCHOOL

1. Name
First Name Second Name Last Name
- Address
Street Number City State
2. Date of birth..... Present age.....
3. Parent or guardian
- Address
4. Check the course you wish to enter: Arts.....
Science..... Commerce.....
5. What profession or career do you wish to prepare
for?
- *6. Are you a high school graduate?.....
- Date of graduation
- Name of school.....
- *7. Have you already attended any college?.....
- Year..... Address.....
- *8. References: Give names and addresses of clergymen,
of school officers, or enclose testimonial of character:
.....
.....
9. Signature of applicant.....
- Date.....

* For college candidates only.

High School Candidates should forward: (1) a Certificate of Moral Character; (2) a Certificate of Graduation from the eighth grade, for admission to the First Year.

For admission to Second, Third and Fourth Year, an official record of their credits must be sent to St. Viator College by the Principal of the High School where these credits were earned. On receipt of this official record the High School will report finally to the applicant respecting his admission.

College Candidates will please write in the proper columns the number of years they have pursued the subjects named below, and indicate whether or not they obtained passing grades.

	Years	Pass?
ENGLISH (3 years required)-----	-----	-----
FOREIGN LANGUAGE:		
French -----	-----	-----
German -----	-----	-----
Greek -----	-----	-----
Latin -----	-----	-----
Spanish -----	-----	-----
-----	-----	-----
MATHEMATICS:		
Algebra, Element. (1 year required)-----	-----	-----
Algebra, Intermed. ($\frac{1}{2}$ year for B.S. course)-----	-----	-----
Plane Geometry. (1 year required)-----	-----	-----
Solid Geometry. ($\frac{1}{2}$ year for B.S. course)-----	-----	-----
-----	-----	-----
SCIENCE.		
Botany -----	-----	-----
Chemistry -----	-----	-----
Physics -----	-----	-----
Physiology -----	-----	-----
Zoology -----	-----	-----
-----	-----	-----
HISTORY (1 year required):		
-----	-----	-----
-----	-----	-----
-----	-----	-----
Civics -----	-----	-----
OTHER SUBJECTS:		
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

For official verification of this, the College should address....., Principal of
.....High School or Academy,
.....

City

State

On receipt of this application the College will send for your school record and then report finally to you respecting your admission.

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ST. VIATOR COLLEGE DIRECTORY

Post Office Address: Bourbonnais, Ill.

Express should be addressed to St. Viator College, Bourbonnais, Ill., via Bradley.

Telegrams sent to the college are received at Kankakee and immediately delivered by telephone. Bell system, 1263.

LOCATION

Bourbonnais, Illinois, where the College is situated, is fifty- one miles south of Chicago and three miles north of Kankakee. It is easy of access via Kankakee, on the main line of the Illinois Central and the Big Four, the Bloomington branch of the Illinois Central, the New York Central and the Kankakee and Seneca railroads. Interurban cars leave frequently from Sixty-third and Halsted streets, Chicago, for Kankakee. It can also be reached by the Egyptian Trail (Route 44), or by the Dixie Highway, which is connected with Kankakee by seven and one-half miles of concrete road. Electric cars run from Kankakee to the College grounds every half hour.

BOARD OF TRUSTEES

VERY REV. TERENCE J. RICE, C. S. V., A. M.
President

REV. JOHN W. MAGUIRE, C. S. V., Ph. D.
Vice-President

REV. JOHN P. O'MAHONEY, C. S. V., A. M.
Treasurer

REV. FRANCIS E. MUNSCH, C. S. V., A. M.
Secretary

OFFICERS

VERY REV. TERENCE J. RICE, C. S. V., A. M.
President

REV. JOHN W. MAGUIRE, C. S. V., Ph. D.
Vice-President

REV. JOHN P. O'MAHONEY, C. S. V., A. M.
Treasurer

REV. JOSEPH R. PLANTE, C. S. V., A. M.
Dean of Studies

REV. ELIAS M. KELLY, C. S. V., A. M.
Dean of Discipline

REV. ARTHUR J. LANDROCHE, C. S. V., A. M.
Registrar

WILLIAM J. CRACKNELL, C. S. V., A. B.
Recorder

BENJAMIN L. KIRBY, C. S. V., A. B.
Librarian

General Information

HIGH SCHOOL CALENDAR

First Semester

First Semester

Sept. 8, Monday	Entrance Examinations
Sept. 9, Tuesday	Registration
Sept. 10, Wednesday	Instruction begins.—Schola Brevis
Sept. 23, Tuesday	Solemn Mass of the Holy Ghost
Oct. 12, Sunday	Columbus Day
Oct. 21, Tuesday	St. Viator Day. Home Coming.
Nov. 1, Saturday	All Saints
Nov. 10, 11, 12, 13, (M. T. W. T.)	First Quarterly Examinations
Nov. 27, Thursday	Thanksgiving Day
Dec. 8, Monday	Feast of the Immaculate Conception
Dec. 20, Saturday (10 A. M.)	Christmas Recess begins
Jan. 5, Monday	Christmas Recess ends
Jan. 20, Tuesday	Lincoln Essays submitted
Jan. 26, 27, 28, 29	First Semester Examinations
Jan. 29, Thursday	Annual Retreat

Second Semester

Feb. 2, Monday	Entrance Examinations and Registration
Feb. 3, Tuesday	Instruction begins. Schola Brevis
Feb. 12, Thursday	Lincoln's Day. Awarding of the Lincoln Essay Medal.
Feb. 22, Sunday	Washington's Birthday
March 17, Tuesday	St. Patrick's Day
April 3, 4, 6, 7, (F. S. M. T.)	Third Quarterly Examinations
April 8, Wednesday	Easter Recess begins
April 13, Monday	Easter Recess ends
May 21, Thursday	Feast of the Ascension
May 30, Saturday	Memorial Day
June—	Final Examinations

St. Viator High School

HISTORICAL

St. Viator High School is a preparatory department to St. Viator College. It is accredited by the state university and students are admitted to this and other universities without examination.

New Buildings.—Immediately after the destruction of the College, the Board of managers met and decided upon a general plan of the disposition of the buildings. According to this plan the new College will consist of a double row of separate buildings extending north and south through the old campus, and closed at the south by a chapel facing north. Four of these buildings are now completed. While the exterior and general appearance of the buildings have not been neglected, special pains have been taken to make the interior as cheerful, comfortable, and serviceable as is consistent with the purposes of the college. The entire college is built of stone. Fireproof material has been used, and to insure further safety of the students the dormitories are on the second floor, and each building has two wide iron stairs. The most approved modern appliances for heat, light, and ventilation are used. The class rooms, dormitories, study halls, and corridors are spacious, lightsome and cheerful. The living rooms, pleasantly situated with east and west exposure, are commodious, heated by steam, lighted by electricity, and supplied with hot and cold water.

Marsile Alumni Hall, which the generous and ever-loyal alumni of St. Viator's intended as the completion of the original plan, is the beginning of the new plan. This building facing the east, is 160 feet long and 80 feet wide and four stories high. The first floor is the Administration floor, the dormitories occupy the second floor, the third floor contains the study halls with the lecture rooms and the laboratories of Physics and the Biological Sciences, while the fourth floor is used for the class rooms.

Roy Hall contains one hundred and ten private rooms for the Professors, and those students who desire to rent

rooms. This four-story building, situated south of the Gymnasium has a west frontage of 172 feet and a depth of 50 feet.

Gymnasium.—The Gymnasium is up to date in every detail. The erection and outfitting of this spacious building, which was formally opened October 31, 1901, are due to the generous assistance received from former students of the College. Its cost is estimated at \$46,000. The building presents a pleasing appearance; it is a massive stone structure 153 by 97 feet. The interior is finished in enameled brick and Georgia pine. Like the other College buildings, it is lighted by electricity and heated by steam. Its equipment leaves nothing to be desired in the way of facilities for military exercises, handball, indoor baseball, basket ball, bowling, and other games that rob the winter months of their dreariness and at the same time afford excellent opportunities for healthful physical development. Attached to the Gymnasium are shower baths, closets, and band room. There is also a fully equipped stage and an auditorium with a seating capacity of 1,500.

The Natatorium.—The latest addition to student life at the College is an up-to-date natatorium. The pool is 100 feet by 40 feet of solid concrete construction and is located back of the Science Hall. It is a graduated pool running from an extreme depth of 12 feet to a minimum depth of 2 feet. A field house, which will enclose the pool and contain shower baths and locker rooms, will soon be under construction.

The Heating Plant occupies a central position to the rear of the Gymnasium. The Webster system of steam heat is installed. In connection with this building is the public water works, which makes the college system of plumbing as complete as could be had in any modern city.

Chemistry Building.—The Chemistry building is equipped for a thorough course in chemistry. It contains three laboratories, a preparation room, a large lecture hall, and a well stocked store room.

Infirmary.—The Infirmary is equipped with every modern convenience. All resident students are entitled to the services of a trained nurse who is in constant attendance.

Proximity to the great metropolis of the West, railroad facilities, the rich and populous surrounding country, were not the only considerations that induced the Viatorians to found a college at Bourbonnais. The healthfulness of the location and the natural beauty of the scenery make it an ideal spot for an educational institution.

MORAL TRAINING

The education which the College wishes to impart is that which procures the harmonious development of the entire man. It is of the completest kind and embraces both intellect and will, the head and heart, knowledge of duty and virtuous habits. Hence a course of religious instruction, graded according to the capacity of the students, runs parallel with the course of secular studies.

The system of discipline enforced aims mainly at the development of character. Hence the greatest care is taken to instill into the minds of the student those lofty principles of Christian morality which will make them feel at all times that right conduct is essential to manhood. A supervision modeled after that which exists in every well regulated family, is exercised in all the departments. The professors, whose lives are devoted exclusively to the education of youth, live with the students and mingle with them freely. The intimate relations which arise from this friendly intercourse between students and teacher is a most powerful factor both in developing good qualities and in curbing unworthy tendencies in the young. While the government of the College is mild and parental, the laws of good order, propriety, and morality are strictly enforced. The moral influence of instruction, persuasion, and encouragement is primarily and mainly relied on, and is seldom found ineffectual.

GENERAL REGULATIONS

REGISTRATION

Every student is required to register in person at the Office of the Registrar on the days appointed at the beginning of each semester, before entering upon any class work.

The registration days for each semester are announced in the High School Calender, at the beginning of this catalog.

After the first two-week periods of registration, no student will be permitted to register except by special permission of the Dean of Studies.

The certificate of registration given to the student with his election of classes, must be submitted to the Dean of Studies. The program of courses approved by the Dean is recorded in duplicate upon a matriculation card, which must be countersigned by the Treasurer, showing that a satisfactory settlement of the student's account has been made. The matriculation card must be then filed in the Registrar's office, and the approved program of studies issued on a curriculum card. This card must be signed by the instructor at the first recitation of each class in which the student has been registered.

No student will be permitted to attend class until he has complied with this regulation.

Each student is required to register for a minimum of twenty hours, and not to exceed twenty-five hours of work a week.

No student will be permitted to register for more than the approved schedule of hours in any semester without the special permission of the Dean of Studies.

Petitions to carry excess credits will not be approved unless the applicant's scholarship for the previous semester is sufficiently above the average to indicate his ability to carry such additional classes to advantage. Such registration is not allowed to any student in the first semester of his first year of residence.

CHANGE IN REGISTRATION

Changes in registration are made only through the Office of the Dean of Studies, on blanks especially provided. To be entitled to credit, the student must first secure the written permission of the Dean and notify the instructors concerned, before filing the change in class schedule with the Registrar.

No change in the curriculum of a student is permitted two weeks after instruction has begun in the course for which he is registered, unless such change is made on account of insufficient preparation or other conditions approved by the Dean of Studies.

A class dropped without the permission of the Dean is regarded as a failure and shall be recorded as an "F" in that class.

WITHDRAWALS

A student withdrawing from the College should obtain from the President's office a withdrawal card, which must be countersigned by the Treasurer and filed in the Office of the Registrar.

Students, withdrawing from the College without proper notification, will be reported as having failed in their work for that semester, and the date on which notice is received by the Treasurer is considered the date of withdrawal.

Students, withdrawn before the end of either semester, will be charged at the rate of two dollars and fifty cents per day for tuition, board and lodging.

CLASS ATTENDANCE AND ABSENCES.

Students are required to be regular and punctual in attendance at all lectures, quizzes, tests and laboratory periods for which they are registered, as well as other appointed exercises of the College.

A careful record of application to study and of attendance upon all classes is kept for each student in the Office of the Registrar.

All cases of delinquency, tardiness and absence, for whatever cause, are reported daily to the Registrar's Office by instructors.

The instructor has no authority to excuse students from class attendance.

The number of absences allowed a student in any class in any quarter is the same as the number of class periods a week in that subject.

Absences in excess of the number allowed in a class in any one quarter result in the loss of credit and the cancellation of registration in that class.

Absence from class for whatever cause, with or without an excuse, does not relieve a student of the responsibil-

ity of making up the time lost and of completing all the work in his courses required during the period of his absence. The amount of work to be made up in each case will be determined by the instructor whose class was omitted. All omitted exercises must be completed at a time appointed by the instructor and not later than the next quarterly examination. Negligence in these matters will be counted as failures in determining a student's record.

Absence from regular quarterly and special examinations or scheduled tests must be adjusted at once with the Dean of Studies, otherwise a grade of "F" will be recorded.

Tardiness in class attendance is regarded as a partial absence, unless satisfactorily adjusted on the request of the students at the close of the class period.

Three tardy reports will be recorded as one absence.

The responsibility for the immediate and proper adjustment in all these cases rests with the student.

Two conditions or one failure in any subject excludes a student from that class.

Registration in a class may be restored at the discretion of the Dean of Studies, providing the number of absences does not exceed twenty per cent of the total number of class periods for the quarter in that class. Under these conditions a student will be required to take a special examination, which will ordinarily include that part of the work covered during his absence.

ABSENCE BEFORE AND AFTER VACATIONS

Every student is required to attend the classes for which he is registered immediately preceeding and immediately following any recess or vacation, unless special permission to be absent has been previously granted by the proper authority.

A student, who, in an emergency, is called away by his parents or guardian, must inform either the President of the College or Dean of Discipline, obtain an Absence Permit and file this in the Registrar's office before leaving. Immediately upon his return he must report to the Registrar.

If a student fails to report for class-work at the specified time either before or after a recess or vacation granted during the scholastic year, a grade of "F" shall be recorded for all his courses and his resignation shall be cancelled. The College Council will be the ultimate judge of any excuse such student may offer.

Students, leaving the College without the permission from the proper authority, are guilty of a grave misdemeanor and may be dismissed at the discretion of the College Council.

A student who is sick must report without delay at the infirmary. All cases of illness will be reported daily to the Registrar by the Nurse in charge.

EXAMINATIONS

Regular Examinations.—These are held in all subjects of every department at the close of each quarter. While promotion and honors are determined, largely by means of the regular quarterly examinations, faithful performance of daily work and regularity in attendance are considered equally essential.

Special and Condition Examinations.—These are held on dates officially scheduled and may not be given at times other than those specified without permission from the Dean of Studies.

Permits for special and condition examinations must be obtained at the office of the Dean, before the day set for such examination.

Each student taking a special or condition-examination will be charged a fee of \$2.00 and for a special test a fee of \$1.00 will be charged.

SCHOLARSHIP STANDING

At the close of each quarterly examination period, instructors combine the grades of the quarter's work and of the examination and report to the Registrar the resultant grades expressed in letters.

All work is graded by letters, which may be interpreted in percentage figures as follows:

A....	93 to 100....	Excellent.
B....	85 to 92....	Good.
C....	77 to 84....	Fair.
D....	70 to 76....	Pass.
E....	60 to 69....	Condition.
F....	0 to 59....	Failure.
I	Work of course incomplete.	
Ab	Absent from examination without excuse, counts as a failure.	
Ex	Absent from examination with excuse, student entitled to special examination.	

Grades A, B, and C are counted towards graduation. Grade D may also be counted, but not more than one-fourth of the work offered for graduation may be of this grade.

Students receiving grade E have the privilege of removing the condition by taking a special examination.

Removal of conditions by examination shall not entitle the student to receive a grade higher than D.

Students receiving grade F in a subject will be required to repeat the entire subject in class to obtain credit.

An "incomplete" is reported only when a student has been regular in attendance and has done satisfactory work, but who has failed to complete some portion of the work required in that course.

The amount and nature of the work required to remove an "incomplete" shall in every case be determined by the instructor in charge of the course.

Conditions and Incompletes not removed within the following semester automatically become an F, and the subject, if it is a required subject, must be repeated in class to obtain credit.

In courses continuing through two semesters the examinations and tests on the work for the first quarter of each semester are merely qualifying, the final credit for the course not being given until the final examination for the course has been passed.

Any student who is reported at any time during a quarter as doing unsatisfactory work in two or more subjects shall be placed on probation under conditions prescribed by the Dean of Studies.

Any student who fails in two or more subjects at the end of the first quarter of either semester will be requested to withdraw from the College, unless in the judgment of the College Council there is a reasonable hope for improved scholarship before the second quarterly examination.

After each quarterly examination reports of the student's standing are sent by the Registrar to the parents or guardians, who are earnestly requested to cooperate with the Faculty in keeping the student's record up to the standard.

HONOR POINTS

A candidate for graduation must present in addition to the required credits a certain number of honor points to indicate that his work has reached the required standard of excellence.

For a grade of A three honor points are awarded for each credit hour in any course; for a grade of B two honor points; for a grade of C one honor point; and for a grade of D no honor points.

A plus or minus accompanying a grade adds or subtracts one-tenth of an honor point for each credit hour.

TRANSCRIPT OF RECORD

Students desiring a certificate of credits or an official transcript of their records in order to transfer from this institution to another should make early application to the Registrar for the same. No certificate or transcript of record will be issued during the busy periods of registration and examinations. See college calendar for these dates.

One certificate of credits or official transcript of record will be issued without charge to each student upon application. For each duplicate copy a fee of one dollar will be charged. The fee should accompany the application.

A certificate of credits or transcript of record will not be issued to any student who has not satisfactorily adjusted all accounts with the College.

SPECIAL REGULATIONS

Credentials and all correspondence relating to admission should be addressed to the Registrar, St. Viator College, Bourbonnais, Illinois.

All applicants for admission must furnish credentials of good moral character, and of honorable withdrawal from the school last attended. No one is debarred from matriculation on account of his religious opinions.

No student shall be entitled to any of the privileges the College extends to the student body unless he has a clear record both in his class-work and conduct.

Students must conduct themselves at all times and under all circumstances as cultured gentlemen. Frequent grave violations of this rule will render the student liable to dismissal at the discretion of the college council.

No student will be permitted to receive lady visitors in his private room.

Any student keeping or circulating immoral literature, magazines, papers or pictures, or using obscene language will be instantly expelled from the college.

Students below the age of sixteen will not be permitted to visit the neighboring city except on strictly necessary business.

Students will be held to strict account for any college property that they may deface or destroy.

All Catholic students are required to attend the Chapel exercises at the hours specified.

As the number of pupils is limited, the right to ask for references, to refuse admission, or decline to retain a pupil, without specific charges against his character or conduct, is strictly reserved.

EXPENSES**Resident Students**

Tuition, per semester.....	\$ 55.00
Residence, per semester.....	65.00
Board, per semester.....	130.00

The amount to be paid in advance at the beginning of each semester is \$250.00. This comprises

Matriculation Fee

Board

Tuition

Lodging

Laundry

Athletic Fee

Infirmiry Fee

Lecture Course Fee

Library Fee

Non-Resident Students

Tuition and Fees, per semester.....	\$ 55.00
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OPTIONAL EXPENSES (Per Semester)

Lessons on Piano and use of instrument.....	\$ 40.00
Use of Piano only.....	15.00
Lessons on Violin, Clarinet, Cornet, Saxaphone and other band instruments	25.00
Use of instruments.....	5.00
Typewriting Course	5.00
Private Room	40.00-50.00

LABORATORY FEES (Per Semester)

Chemistry	\$7.50
Physics	\$7.50
Botany	3.00
Zoology	3.00

SPECIAL FEES**GRADUATION FEES—**

High School Course	\$ 5.00
Commercial Course	5.00
Viatorian, College Journal, per year.....	2.00
Re-examination, for each subject.....	2.00
Certificate of credits (former students).....	1.00

REMARKS

All charges for each semester are payable in advance, that is at the beginning of September and February.

Six per cent interest will be charged on all over-due accounts.

No student will be entered for the second semester whose account for the first semester has not been adjusted. Degrees will not be conferred on any student whose account has not been settled, nor will a transcript of credits be issued in such cases.

Residence in Roy Hall.—Rooms in Roy Hall are charged for at the rate of \$40.00 to \$50.00 a semester for each occupant. Steam heat, hot and cold water and electric lights are included in these rates. The College supplies all necessary heavy furnishings for each student and sanitary laundering of the bedding. Rental of rooms is payable in advance, and a deposit of \$10.00 is required at the time of engaging the room. This deposit is to cover all injury that may be done to room and furniture. If no damage is done the deposit will be returned when room is vacated.

No expenditures for clothing or for incidental expenses of any student, nor advances for pocket money, will be made by the institution, unless a deposit has been made for this purpose.

Parents or guardians who intend to withdraw their son or ward from the College must give timely notice, settle all accounts and provide traveling expenses.

If a student is withdrawn before the end of either semester or is entered for less than one semester he will be charged at the rate of two and a half (\$2.50) dollars a day for board, tuition and lodging, and no refund will be made on the fees paid at entrance.

The date on which notice is received by the Treasurer is considered the date of withdrawal.

Express packages, boxes, etc., must be prepaid to Bradley, Illinois.

REMITTANCES INTENDED FOR THE COLLEGE SHOULD BE MADE PAYABLE TO ST. VIATOR COLLEGE, AND SHOULD BE SENT DIRECTLY TO THE TREASURER, ST. VIATOR COLLEGE, BOURBONNAIS, ILLINOIS.

Equipment.—The College has no special requirements for clothing. The following list is drawn up merely by way of suggestion: At least two suits of clothes, four sets of summer underwear, four sets of winter underwear, six outer shirts, three pajamas, twelve collars, six pairs of socks or stockings, twelve handkerchiefs, twelve towels, one bathing suit, two pairs of shoes, besides brushes, combs and other toilet articles. All articles, including laundry bag, which each student must bring with him, should be plainly marked with the owner's name in full.

The College will not be responsible for the personal property left by any student nor for the loss of any article while in the keeping of the student.

N. B.—No students are kept at the College during the summer vacation.

High School

Arts, Letters and Science Departments

FACULTY

VERY REV. TERENCE J. RICE, C. S. V., A. M.
President.

REV. JOSEPH D. LAPLANTE, C. S. V., A. M.
Latin, History.

REV. FRANCIS A. SHERIDAN, C. S. V., A. M.
English, Civics.

REV. JOSEPH G. VIEN, C. S. V., A. M.
French.

REV. FRANCIS A. RINELLA, C. S. V., A. M.
Mathematics.

REV. STANLEY A. SWIKOSKI, C. S. V., A. M.
History.

REV. EDWARD T. FITZPATRICK, C. S. V., A. M.
English, History, Religion.

REV. GREGORY A. GALVIN, C. S. V., A. M.
English, Latin.

REV. JAMES A. WILLIAMS, A. M.
English, History.

REV. THOMAS C. HARRISON, A. B.
Religion, History.

JOHN F. KOELZER, C. S. V.
French, Religion.

CASIMIR GEDWELL, C. S. V.
Bookkeeping, Shorthand, Typewriting.

JOHN E. WILLIAMS, C. S. V., A. B.
English, Mathematics.

CHARLES H. GREINER, A. B.
Chemistry

REQUIREMENTS FOR ADMISSION

All applicants for admission to the High School Department must furnish satisfactory credentials of good moral character and honorable withdrawal from the school last attended.

Applicants for admission to the High School must also present a certificate of graduation stating that they have successfully completed a standard grammar school course. Applicants failing to present such testimonials must qualify by examination.

Credentials and all correspondence relating to admission of students to the High School Department should be addressed to the Registrar, St. Viator College, Bourbonnais, Illinois.

REGISTRATION

Students can seldom enter the High School Department to advantage except at the beginning of each semester; and, then not later than two weeks following the final official registration dates.

For further information regarding registration see regulations under General Information.

ADVANCED STANDING

Students transferring from other high schools or academies will be required to file a Certificate of Credits with the school in which the studies were pursued and forwarded by him direct to the Registrar.

Applicants failing to present a Certificate of Credits may be accepted on probation. A satisfactory official statement of work done in the last school attended must be filed with the Registrar before the end of the semester in which the applicant registered on probation; or, he must pass examinations in all the prescribed subjects for which credit is claimed.

CLASSIFICATION AND PROMOTION

All students are classified as First Year High School students who have complied with the entrance requirements.

Classification and promotion of students depends upon the completion of a specified number of units.

A unit is the amount of work represented by the pursuit of one preparatory subject, with the equivalent of five forty-minute recitations a week, through thirty-six weeks; or, in other words, the work of one hundred and eighty periods of forty minutes each, or the equivalent in laboratory or other practice. A Laboratory period should be twice the length of a class recitation period. Three recitation periods a week for one year may be counted as a half unit.

In order to be promoted without a condition a student should have passed in four subjects with a grade above D in at least three of these.

Four units are required for unconditional promotion to the Second Year.

Eight units are required for unconditional promotion to the Third Year.

Twelve units are required for unconditional promotion to the Fourth Year.

Any student who has not satisfactorily removed every condition at the end of the first semester of his Fourth Year will not be considered a candidate for graduation.

A student is required to have his election of classes for each year approved by the Dean of Studies.

No class will be organized for less than six students.

REQUIREMENTS FOR GRADUATION

Candidates for graduation from the High School Department must have completed the last year of their work at this high school.

An application for graduation must be filed with the Registrar at the beginning of the first semester of the fourth year.

High School Diplomas will not be awarded to any student until he has acquitted himself of all financial obligations towards the school.

Catholic students, in order to graduate, are obliged to follow, in addition to their regular work, the courses in Christian Doctrine.

Fifteen units are required for graduation.

GROUPS OF STUDIES

The following groups of studies are given to aid the student in selecting a high school course which will best fit him for the profession or college course he wishes to pursue later.

Of the fifteen units required for graduation, five units, constituting list A, are prescribed for all the curricula of the High School. Enough electives must be chosen from lists B and C to make, with the prescribed subjects of list A, a total of fifteen units. Only four units, however, can be chosen from list C.

No credit will be given for less than a year's work in a full year's subject.

LIST A. Required of all.

English	3 Units
Algebra	1 Unit
Geometry, Plane	1 Unit

LIST B. General electives.

Possible Units		Possible Units	
Latin	1-4	History, Modern	½
Greek	1-2	History, English	½-1
French	1-2	History, American	½-1
German	1-2	Civics	½
Spanish	1-2	Economics	½
English (4th Unit).....	1	Physiography	½
Algebra, Advanced	½	Geography, Com'l	½
Geometry, Solid	½	Physiology	½
Trigonometry	½	Botany	½
History, Greek	½	Zoology	½
History, Roman	½	Physics	1
History, Medieval	½	Chemistry	1

LIST C. Special electives.

Bookkeeping	1-2	Drawing, Mechanical	½-1
Business Law	½	1-½	General Science
Arithmetic, Com'l	½	Shorthand and Typewriting	1-2

SUMMARY OF THE HIGH SCHOOL CURRICULA

I. General Group. Prepares students for the Colleges of Law and Journalism.

1. List A5 Units
2. Latin, Greek, French, German, Spanish (both
in the same language).....2 Units
3. History and Civics.....2 Units
4. Science (with laboratory).....1 Unit
5. Electives from lists B and C.....5 Units

II. Classical Group. Prepares students for the Colleges of Arts, Literature, Divinity and Library Science.

1. List A5 Units
2. Latin3 Units
3. Greek, French, German, Spanish (both
in the same language).....2 Units
4. Science (with Laboratory).....1 Unit
5. Electives from lists B and C.....4 Units

III. Medical Group. Prepares students for the Colleges of Medicine, Dentistry and Pharmacy.

1. List A5 Units
2. Latin, Greek, French, German, Spanish (both
in the same language).....2 Units
3. Science (with laboratory).....2 Units
4. History and Civics1 Unit
5. Electives from lists B and C.....5 Units

IV. Engineering Group. Prepares students for the Colleges of Civil, Mechanical, Electrical and Chemical Engineering.

1. List A5 Units
2. Latin, Greek, French, German, Spanish (both
in the same language).....2 Units
3. Chemistry1 Unit
4. Science (in addition to above).....1 Unit
5. Advanced Algebra ($\frac{1}{2}$), Solid and Spher-
ical Geometry ($\frac{1}{2}$).....1 Unit
5. Electives from lists B and C.....5 Units

V. Commercial Group. Prepares students for the College of Commerce and for general office procedure.

1. List A5 Units
2. Latin, Greek, French, German, Spanish (both
in the same language).....2 Units
3. Advanced Algebra ($\frac{1}{2}$)..... $\frac{1}{2}$ Unit
4. Bookkeeping1 Unit
5. History and Civics.....1 Unit
6. Electives from lists B and C.....5½ Units

DESCRIPTION OF COURSES

BOTANY

I. **Elementary Botany**—This course is adapted to students who have had no training in this subject. The work is designed to give the student a general familiarity with the essential facts and fundamental principles of Plant Life. The course consists of lectures, recitations, laboratory work and field observation. In the laboratory a study of types of flowering plants is made with reference to the root, stem, bud, leaf, flower, fruit and seed; the process of pollination and fertilization; the development of the embryo, and the germination of the seed. (½)

CHEMISTRY

I-A. Elementary Chemistry.

I. During the first term, the following subjects are treated: Fundamental Principles; Laws and Theories of Chemical Action. Oxygen. Water. Constitution of Matter. Atomic Theory. Valence. Ozone. Allotropy. Nascent State. Chlorine and its Compounds. Acids. Bases. Neutralization. Salts. Classification of Elements. The Halogens. Sulphur and its Compounds. Nitrogen and its Compounds.

I-B. During the second term: Carbon and its Simpler Compounds. Illumination. Flame. Blowpipe. Silicon Group. Review and more complete study of Laws of Chemical Action. The Metals. More Familiar Compounds of Carbon. Elements of Qualitative and Quantitative Analysis. (1)

CIVICS

I. This course begins with government in general and its forms. Then follows a treatise on colonial government in America, attempts at union, the constitution, the legislative department, the executive department, the judicial department, the states, the unwritten constitution, state government, local and municipal government, international law, municipal law. (½)

ECONOMICS

I. An introductory course designed to give an elementary knowledge of modern economic theories and problems; economic life, economic readjustments, changes in consumption and standards of living.

Economic natural wealth of the United States; soils, minerals, forests, waterways, together with reclamation and conservation projects.

Immigration, city life, schools, child labor, women who work and the costs of industrial progress. (½)

ENGLISH

The course in English, in the first place is designed to give a theoretical as well as a practical mastery of the principles of correct expression. The latter will be secured through constant prac-

tice in oral as well as written compositions upon subjects drawn from books and from life. The written compositions will be carefully criticized by the teacher and regularly returned to the student often to be rewritten. Oral compositions however will be stressed especially in High School and will involve the consideration of essentials of effective speaking as proper pronunciation, clear enunciation of syllables, modulation of the voice, and an easy bearing before an audience.

I. A part of each period will be devoted during the first two months to a review of grammar, parsing, and analysis of sentences; and during the rest of the year to a study of the following topics:

1. Unity, coherence, and phraseology in sentences.
2. Retelling the thought of another in social letters by means of coherently connected paragraphs.
3. The nature of the literary forms represented in the classics read: description, exposition, and the short story.

Short weekly, oral and written compositions, and a long written composition each quarter. Emphasis, however, will be put rather upon sentence work. Spontaneity of expression will be encouraged, but formal drill will not be neglected.

Class Study: Poe's Tales.

Treasure Island.
Merchant of Venice.
Sohrab and Rustum.
Lady of the Lake.
Iliad or Odyssey

Memory Work: Longfellow's "Psalm of Life," and "Excelsior"; Moore's poem on Sarah Curran quoted in Irving's "Sketch Book"; Whittier's "The Barefoot Boy," forty lines from both Lowell and Leigh Hunt's "Abou Ben Adhem." (1)

II. A review throughout the year will be made of Lockwood and Emerson's "Composition and Rhetoric" with emphasis upon the specific methods of developing paragraphs, and the following topics based on the text book:

1. Imagination and narration as met with in the classics read in each quarter.
2. The logical arrangement of paragraphs in whole compositions.

During the year the criticism of the oral and written compositions will concern correct sentence structure, and choice of words.

Class Study: Silas Marner.

Tale of Two Cities.
Ivanhoe.
Julius Caesar.
Ancient Mariner.
Idyls of the King.

Memory Work: A. J. Ryan's "A Child's Wish," Wordsworth's "The Solitary Reaper," Tennyson's "The Brook," Longfellow's "Christmas" and "Victor Galbraith," and ten stanzas from Gray. (1)

III. The composition will now be viewed as a whole, and the following topics studied as contributing to its effectiveness:

1. Unity and coherence in the whole composition.
2. The paragraph in relation to the whole composition.
3. Narration, description, and the short story as forms in the classics read.

The second half year will be spent in the study of argument, and pupils will be encouraged and trained to take part in public debates on topics within their grasp. The brief and its development into the full argument, as well as the topics given above, will be studied as outlined in Canby's "English Composition, in Theory and Practice."

Class Study: *Macbeth*.

De Coverley Papers.

Prologue to the *Canterbury Tales*.

Essay on Johnson.

Palgrave's *Golden Treasury*.

Memory Work: Milton's Ode "On His Blindness," Johnson's "The Noble Nature," Longfellow's "The Builders," Wordsworth's "The Daffodils," Tennyson's "Christmas," forty lines from Shakespeare, Newman's "Lead Kindly Light," and forty lines from Scott. (1)

IV. In this year a careful review will be made of grammatical and rhetorical principles. During the first half year some study of poetry will be made to give pupils a knowledge of its essentials—rhythm, appeal to the imagination, figurative expression of thought, diction, and fitness between theme and form. The rest of the year will be spent in the writing of argument and all pupils will be expected to compete for a place on one of the High School Debating Teams. Oral composition, accordingly, will be emphasized.

No text book in rhetoric will be used, but the pupil will keep a special note book in which to preserve the dictation of the teacher on the following topics:

1. The essentials of grammar and rhetoric.
2. Argument: Subject of debate.
The brief.
Construction of debate.
Persuasion in style.
3. Delivery of debate; posture, enunciation, gestures.

Class Study: Emerson's *Essays*.

Hamlet.

Burke's Speech on Conciliation.

FRENCH

I. **Elementary**—This course is for English speaking students who desire to learn the French language. The work of this year consists principally in an exhaustive study of Etymology. Vocabulary exercise and easy translation of French and English sentences constitute an important part of this course. (1)

II. In this course syntax is begun. The use of various forms and idiomatic expressions is pursued throughout this course. Short selections from the different French writers are given for class exercises. Short compositions and letter writing are exacted weekly from the students. (1)

GERMAN

I. **Elementary**—Emphasis is placed upon the following grammatical categories; forms and uses of articles and demonstratives; forms and uses of the auxiliary verbs; *haben, sein und werden*; case endings of nouns; formation of plurals, inflection of the adjectives, and the conditions upon which the inflection depends; forms and conjugation of "weak" and "strong" verbs; meanings, uses and forms of model auxiliaries; the more common prepositions, and the cases they govern; pronouns, as to form and function; main principles of tense formations; formation and use of passive voice; good working vocabulary and persistent drill in pronunciation.

Reading—Simple German prose and poetry. "*Erstes Lesebuch.*" Spanhoofd Grammar.

II. Systematic grammar is still followed but gradually assigned second place. Aims and objects of the first year are enlarged upon and developed. The vocabulary is built up gradually. Weekly exercises in German composition are emphasized.

Reading—"Der Weg zum Gluck," "Imensee," "Der Neid," "Der Schwiergesohn," "Der Geisbub von Engelberg," "Der Geisterseher," and "Mit Ranzel und Wanderstab." (1)

GREEK

I. **Elementary**—This course aims to give the student a thorough foundation in the elements of Greek. It consists in a systematic drill in the declensions of the article, nouns, pronouns and adjectives and the conjugation of regular verbs in omega and mi and of the contract verbs. Elementary syntax is also treated and exemplified by translation of easy sentences. Xenophon's *Anabasis* is commenced. (1)

II. **Xenophon**—In this course the student continues Xenophon's *Anabasis*, particular attention being paid to constructions and the principal Greek idioms. A systematic study of the irregular verbs is also included. Elementary Greek Composition is commenced. Goodwin's *Greek Grammar* and Arnold's *Greek Prose Composition* are used in this course. (1)

HISTORY

I-A. **Ancient History**—The Eastern Nations. Ancient Egypt. The Old Babylonian Empire. The Assyrian Empire. The Chaldean Empire. The Hebrews, Phoenicians, Persians, India and China. The History of Greece. One Semester. (½)

I-B. **Ancient History**—A continuation of Course I-A. The Three Periods of Rome's History as a kingdom, as a republic, and as an empire. The Romano-German or Transition Period. The Break-up of the Empire in the West 376 to 476 A. D. One Semester. (½)

II-A. Medieval History—The middle ages, from the fall of Rome to the eleventh century; the age of revival from the opening of the eleventh century to the discovery of America; the era of reformation from the discovery of America in 1492, to the Peace of Westphalia, 1648; the era of political revolution. (½)

II-B. Modern Age—A short review of the era of Reformation and the era of the political revolution is first taken. Then a study of the History of France since the second restoration, of England since the battle of Waterloo, of Spain and the revolt of her American colonies, the liberation and unification of Italy, the making of the New German Empire, Austria Hungary, Russia, European expansion in the 19th Century, the new age. One semester. (½)

III-A. American History—Conditions affecting Colonization in America. The first Century after America's discovery. Early English Colonization. Later English Colonization. Rivalry of French and English. Colonial Expansion. Wars with the French. Birth of a New Nation. The War for Independence. The Confederation. The Making of the New Government. Expansion of the Republic. Wars with Great Britain 1809-1815. One semester. (½)

III-B. American History—A continuation of Course III-A. The New National Spirit. Settling the West. Results of the Mexican War. Foreshadowing of Civil War. The Crisis. The Emancipation. End of the War. Reconstruction of the Union. Internal Development. The Spanish War and its Results. The Twentieth Century. The Great World War 1914 to 1918. One semester. (½)

IV. English History—The Anglo-Saxon Conquest; the Danes and the rise of Wessex; Anglo-Saxon Institutions; from the Danish to the Norman Conquest; the Norman Conquest; Henry II and his sons; Henry III and Edward I; end of Middle Ages. Edward III and Richard II; the Lancastrian Kings. The War of the Roses; the Tudors and the Reformation; the Stuarts and Parliament; Expansion of England under Parliamentary rule; Era of Reform, Democracy and Empire. (1)

LATIN

I. Elementary—This course consists in teaching the students, first of all, how to read Latin. A thorough drill in the declension of nouns, pronouns and adjectives is then given. The translation of simple sentences into English and Latin is given special attention in the second half of this course. The simpler and easier rules of syntax are also studied. Caesar's Gallic war is commenced. (1)

II. Caesar—During the first few weeks of this course a thorough review of Etymology is made, after which the first four books of Caesar's Gallic War are covered. During the study of Caesar's Commentaries, special work is given daily in Latin prose composition based principally on the matter studied in Caesar. Particular attention is paid to the syntax of nouns, pronouns and adjectives during this course. Allen and Greenough's Grammar is used for reference. (1)

III. Cicero—A short review of Etymology is again given at the beginning of this course. A study of Cicero is then taken up, the following speeches being the subject matter of the year's work:

In *Catalinam*, *Pro Archia Poeta*, *Pro Marcello*, *Pro Milone*. Special stress is laid on the syntax of the verb throughout this course. The translation of the above speeches is supplemented daily with Latin prose composition based on the matter studied in the author. Allen and Greenough's *Latin Grammar* is used for reference. (1)

IV. **Virgil**—After a general review of the special work of the preceding year, Books, I, II, III, IV, V, VI, of Virgil's *Aeneid*, are studied. As in Courses II and III, special attention is paid to Latin prose composition work. A study of scansion and Latin prosody is pursued throughout the year. Emphasis is also laid on mythology. In the second session original composition work is commenced and the student is required to hand in at least one Latin composition a month. (1)

MATHEMATICS

I-A. **Algebra (Introduction)**—Symbols; fundamental definitions: positive and negative numbers; simple equations; subtraction; identities and equation of condition; parenthesis; multiplication; division; equations and problems; special products; factoring; solution of equations by factoring; fractions; fractional equations and problems. One semester. Text—Hawkes, Luby & Touton. Chapters I to XVII. Pages 1 to 175. (½)

I-B. **Algebra**—A continuation of Course I-A. Ratio and proportion; graphical representation; linear systems; square root and radicals, graphical solutions of equations in one unknown; quadratic equations: graphs; of quadratic equations in two variables; systems solvable by quadratics; exponents; irrational equations; variation; imaginaries. One semester. Text—Hawkes, Luby & Touton. Chapters XVIII to XXIX. Pages 176 to 329. (½)

II-A. **Geometry (Plane)**—A thorough study of the Triangle; Quadrilaterals; Methods of Proof; The Circle; The Theory of Limits; Measure of Angles; Problems of Construction. One semester. Text—Wentworth & Smith. Books I and II. Pages 1 to 150. (½)

II-B. **Geometry**—A continuation of Course II-A. The Theory of Proportion; Areas of Polygons and Circles; Geometrical Drawings, and original demonstration of new theorems. A short study of the Development and History of Geometry. One semester. Text—Wentworth & Smith, Books III, IV and V, Pages 151 to 277. (½)

III. **Algebra (Advanced)**—Fundamental operations; factoring; fractions; linear equations in one unknown; linear systems; roots, radicals and exponents; graphical solutions of equations in one unknown; quadratic equations; irrational equations; graphs of quadratic equations in two variables; progressions; limits and infinity; ratios, proportion and variation; imaginaries; theory of quadratic; binominal theory; supplementary topics. One semester. (½)

IV. **Geometry (Solid)**—This course deals exclusively with solid Geometry and extends throughout the second session. After a thorough treatise of Polyhedrons, Cylinders, Cones and Frustums, an elaborate study of the sphere is taken up. Text book—Wentworth and Smith. (½)

V. Trigonometry (Plane)—This course consists in a study of the Trigonometric Functions and Logarithms, the Right Triangle, the Isosceles Triangle, the Polygon, Goniometry and the Oblique Triangle. Then is taken up a short course in Navigation, in which most of the principles of Plane Trigonometry are involved. Text book—Wentworth and Smith. ($\frac{1}{2}$)

PHYSICS

I. Elementary Physics—This course aims to cover in an elementary manner all the fundamental laws of physics. Its purpose is to build up in the student's mind clear concepts of physical terms. The student is trained in the use of those principles in the solution of simple, practical, concrete, numerical problems.

First semester. The study of the mechanics of solids and fluids. Molecular physics and heat.

Second semester. The study of magnetism, electricity, sound and light. Lectures, four periods, and laboratory one period per week during both terms. (1)

PHYSIOGRAPHY

I. Elementary Physiography—Lectures, recitations and map-reading. This course consists in a thorough study of the physical features of the earth and their influence on man. The effects brought about under the influence of the air. The work of static and running water, of snow and ice, of glaciers, springs, streams, lakes and oceans; of mountain and valley structure; of earthquakes, volcanoes and geysers; of weather and climate, and the geographical distribution of life. The laboratory work consists principally in reading contour and weather maps, identification of the common minerals and rocks, with occasional field trips. ($\frac{1}{2}$)

PHYSIOLOGY

I. Elementary Physiology—This course is designed for beginners in this subject. It includes lectures and demonstrations, recitations and laboratory work illustrating the fundamental principles in physiology; a study of the human skeleton; the structure and functions of the muscles, the blood and its circulation, the nervous system and its control, respiration, secretion, digestion, foods, personal hygiene, ventilation and first aid in emergencies. ($\frac{1}{2}$)

RELIGION

I. Christian Doctrine—The existence of God; the end of creation; the immortality of the soul; free will; the rule of faith; infallibility proved; tradition; the Apostles' Creed; Grace and Prayer; the commandments of God; the precepts of the Church.

II. Christian Doctrine—The Sacraments in general; Baptism; Confirmation; Holy Eucharist; the Sacrifice of the Mass; Penance; Extreme Unction; Holy Orders; Matrimony; the virtues of Faith, Hope and Charity; cardinal virtues; the seven gifts and the twelve fruits of the Holy Ghost; the seven corporal works of mercy; beatitudes; seven deadly sins and contrary virtues; Evangelical coun-

sels; Christian rule of life; the enemies of salvation.

III. Christian Doctrine—In this course the student is prepared to answer the principal objections which are so frequently urged against catholic belief and practises. The course is based on Cardinal Gibbons' 'Faith of Our Fathers,' supplemented by Conway's "Question Box," and Hills "Ready Answer."

IV. Church History—From the foundation of the Church to the Reign of Constantine—From the conversion of Constantine to the Fall of the Western Empire—From the Downfall of the Western Empire to the Coronation of Charlemagne—From the Restoration of the Western Empire to Gregory VII—From Gregory the Great to Boniface VIII—From Boniface VIII to the rise of Protestantism—From the rise of Protestantism to the Treaty of Westphalia—from the Treaty of Westphalia to the Present Day.

SPANISH

I. Elementary—The fundamentals, principles of grammar with special drill on pronunciation; oral and written exercises, dictation. Emphasis is laid on the use of the verbs haber, tener, ser y estar. Memorizing of short sentences and poems. (1)

II. Intermediate Spanish—Increased use of Spanish in the class room. Grammar review. Practice in reading and writing commercial letters. Drills in the syntax and the verb. Reading about 250 pages in each of the following books: *La Mariposa Blanco*, *Espana Pintoresca*, *Fortuna*. (1)

ZOOLOGY

I. General Zoology—Deals primarily with a general survey of the animal kingdom; with reference to structure, life, history, habitat, adaptation to environment, protective resemblance, commensalism, parasitism and economic relations. In the laboratory the student becomes acquainted with types representing the most important phyla of animal life. The object is to give the student a thorough scientific training in the methods of making careful observations and correctly recording them, together with information concerning the fundamental principles of animal life which will serve as a foundation for courses in advanced zoology. (½)

High School
Commercial Department

DEPARTMENT OF COMMERCE

The department of commerce is established to meet the needs of those students who wish to prepare themselves in the technical studies required for a business life. The object of the course is to prepare students for positions such as bookkeepers, public accountants or stenographers.

The course extends through four years and includes, among those studies required in all departments, Bookkeeping, Business Arithmetic, Business Law, History, Some Modern Language, Business Correspondence and other technical studies peculiar to this department.

It will be noted, from the schedule given below, that the first year of this course differs slightly from the first year courses in Arts and Sciences. A student, therefore, who registers for the first year in any department will find no difficulty in transferring to another, should he find it necessary to change his plans.

After the completion of the course in Commerce the student will be well equipped not only for a business career, but, if he should desire to continue his education, will have all the requirements necessary for entrance into the College courses.

ADMISSION

Candidates for admission must have successfully completed the work of the elementary or grammar schools. A certificate of Graduation from a public or parochial school, or a letter of recommendation from the principal of the school last attended, will exempt the applicant from the entrance examinations.

REQUIREMENTS FOR GRADUATION

Commercial diplomas will be issued to students who have satisfactorily completed fifteen units of academic work.

Of the fifteen units required twelve are prescribed; the remaining number may be chosen from the list of electives given below.

Students preparing themselves as accountants should choose a third year in bookkeeping; stenographers should elect two years in shorthand and typewriting.

PRESCRIBED SUBJECTS

English	3 units
Algebra	1 unit
Geometry, Plane	1 unit
Arithmetic, Business	$\frac{1}{2}$ unit
Bookkeeping	2 units
Commercial Law	$\frac{1}{2}$ unit
Modern Language	2 units
History, American	1 unit
Science (with laboratory)	1 unit
<hr/>	
Total	12 units

ELECTIVES

Bookkeeping (3rd unit)	1 unit
Civics	$\frac{1}{2}$ unit
History, Ancient	1 unit
Economics	$\frac{1}{2}$ unit
English (4th unit)	1 unit
Commercial Geography	$\frac{1}{2}$ unit
History, Medieval	$\frac{1}{2}$ unit
History, Modern	$\frac{1}{2}$ unit
Shorthand and Typewriting	2 units

SCHEDULE OF STUDIES*

First Year	Second Year
English and Spelling	English and Spelling
Algebra	Geometry, Plane
History	Bookkeeping
Civics	Modern Language
Commercial Geography	
Third Year	Fourth Year
English	English
Arithmetic, Business	Chemistry or Physics
Modern Language	History, American
Bookkeeping	Commercial Law
Typewriting	Economics

*Suggested Program.

COURSES OF INSTRUCTION**ENGLISH**

Courses I, II, III, IV same as in High School of Arts and Sciences

V. Business English—This course is intended to be a rapid review of the essential rules of English Grammar and Punctuation, followed by well graded exercises in business correspondence. (½)

BUSINESS ARITHMETIC

I. The course deals with those branches of commercial arithmetic which find application in daily business transactions. The aim is to master thoroughly the rudiments of Interest, Partial Payments, Discount, Duties, Taxes, Insurance, Commission and all those branches with which the business man of today ought to be familiar. (½)

BOOKKEEPING

I. The student is first made familiar with the use of the Cash Book. Then he takes up the Ledger, Trial Balance, Statements, Closing of Ledger, Notes Receivable and Payable, Sales Book, Bank Accounts, Five double periods per week. (½)

II. In this course the student becomes acquainted with books and accounts peculiar to a large business concern. Among these are Trading Accounts, Insurance Accounts, Advertising Accounts, Bank and Sight Drafts, How to ship goods, Shipments and Consignments. Five double periods per week. (½)

III. As the theory of Bookkeeping is thoroughly imparted in the first two years of the course, the third year is devoted almost exclusively to work that approaches as nearly as possible to the transactions of real business life. A student will be required to work out three different sets, representing different kinds of business. (1)

COMMERCIAL LAW

I. A knowledge of the legal principles governing all honorable commercial relations is deemed an essential part of a good business education. This course is intended to supply this need. At first the study of laws in general is taken up, then the principles of Contracts, Agency, Partnership, Bailments, Corporations, Negotiable papers, etc. (½)

COMMERCIAL GEOGRAPHY

I. After a consideration of the regular introductory matter, the physical features, plant products, animal industries, mineral industries and the water resources of the United States are studied. Then follows transportation, communication, government and commerce, and the foreign commerce of the United States. In the second term the commercial geography of Canada, the United

Kingdom, France and Belgium, the German Empire and the North Sea countries, Southern Europe, Eastern Europe, Asia, Australia and New Zealand, Africa and Latin-America is studied. (½)

SHORTHAND

I. The Gregg System of Shorthand is taught.

First Semester: Lessons of Shorthand Manual (1 to 15 inclusive). Practical Drills in shorthand penmanship; Progressive exercises to accompany lessons.

Second Semester: Completion of Manual and Progressive exercises accompanying same. Gregg speed practice—first 133 pages. Additional dictation matter selected by the teacher.

A speed of 75 to 80 words per minute is required at the end of the first year. This course must be accompanied by Typewriting I. (1)

II. First Semester: Review of entire Shorthand Manual; Speed practice—review of first part of work and completion of 230 pages. Shorthand Reader for transcription and dictation. Additional dictation matter selected by the teacher.

Second Semester: Speed Studies completed: The following books for dictation and transcription: Great Stone Face, Legend of Sleepy Hollow, Hamlet. Advanced practice and office training.

A speed of 120 words per minute will be required for graduation.

This course must be accompanied by Typewriting II. (1)

TYPEWRITING

I. "Rational Typewriting Revised" will be used as text. The first lessons of the course are designed to bring the fingers under control and to give a thorough command of the keyboard. During the second semester the student learns the mechanical arrangement of a business letter,—its form, appearance, address, salutation, body, closing, signature and dictators' initials. No credit if not accompanied by Shorthand I or II.

II. The text book is completed. In the first semester much time is given to studies in the acquirement of speed. During the second semester the student is made familiar with law and business papers, tabulation and billing.

Graduation Test—Forty-five words per minute, net, from copy for a period of ten minutes.

CIVICS

I. This course begins with government in general and its forms. Then follows a treatise on colonial government in America, attempts at union, the constitution, the legislative department, the executive department, the judicial department, the states, the unwritten constitution, state government, local and municipal government, international law, municipal law. (½)

ECONOMICS

I. An introductory course designed to give an elementary

knowledge of modern economic theories and problems; economic life, economic readjustments, changes in consumption and standards of living.

Economic natural wealth of the United States; soil, minerals, forests, waterways, together with reclamation and conservation projects. (½)

PENMANSHIP

I. The Palmer method of penmanship is followed throughout the commercial course.

The following courses may be found described in the High School Department of Arts and Sciences:

English	p. 28
Algebra	p. 33
Geometry, Plane	p. 33
History	p.p. 31, 32
Modern Language	p.p. 30, 31
Sciences	p.p. 28, 34, 35
Religion	p. 34

Department of Music

FACULTY

Rev. Francis A. Sherdian, C. S. V., A. M.

Director

Leslie J. Roch|

Piano

It is not the aim of the Department of Music to develop professional musicians, but it endeavors to cultivate a knowledge of music among the students by means of lectures on subjects pertaining to this art, by recitals and by the encouragement of musical activities particularly in the form of Choir, Orchestra and Military Band.

The object of the courses is to develop trained listeners of music, men who shall learn to understand and appreciate music in the same degree that they appreciate and understand the other fine arts. Emphasis is laid upon the development of taste and appreciation, rather than upon the technical side of music, hence the courses offered are planned along the lines of general academic training.

Students desiring to take courses in Piano, Violin, or other instruments will receive special attention from the teachers and opportunities are offered those who evidence special talent in the art.

HIGH SCHOOL HONORS**The Physics Medal**

Only students in the Elementary Physics Course are eligible to this honor. The medal is awarded to the student who shows the best ability in this subject during the course.

The Chemistry Medal

Only students in the Elementary Chemistry Course are eligible to this honor. The medal is awarded to the student who shows the best ability in this subject during the course.

The Mathematics Medal

Only students who have completed the High School Course in Mathematics two years of which have been taken at this institution are eligible to this honor. The medal is awarded to the student who shows the best ability during the entire course. This honor is reserved to the Junior Class. The medal is

The Excellence Medal

This honor is reserved to the graduating class. The medal is awarded to the student of the graduating class who has maintained the highest standing throughout his Senior year.

The Excellence Medal

This honor is reserved to the Junior Class. The medal is awarded to the student in the Junior Class who has maintained the highest standing throughout his Junior Year.

The Excellence Medal

This honor is reserved to the Sophomore Class. The medal is awarded to the student in the Sophomore Class who has maintained the highest standing throughout his second year.

The Excellence Medal

This honor is reserved to the Freshman Class. The medal is awarded to the student who has maintained the highest standing throughout his first year.

The Conduct Medal

Only students of at least two years' residence are eligible to this honor.

Register of Student

REGISTER OF STUDENTS

The classification of students is indicated by the following abbreviations: A., Liberal Arts; C., Commercial; S., Science; Sp., Special; 1, 2, 3, 4, First, Second, Third and Fourth Year, respectively.

Agosto, Dominik S.....	S1	Illinois
Ambrosius, Joseph T.....	A4	Illinois
Armstrong, William C.....	A1	Illinois
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